



Accounts Payable

e5 user guide

Conventions used in this document



Note: something for you to take note of. For example: Every Customer must have at least one address.



Tip: a shortcut or tip to help you work quickly. For example: Remember you can double-click to activate a calendar in a date field.



Important: something important for you to be aware of. For example:
Always review the Period selection when using transaction drill down screens



Warning of consequences – usually of omitting a step.

[***] keyboard – for example press **[Enter]**, press **[Shift]+[F3]**, press **[F12]**

Menus

Navigation through menus is indicated with →. For example:

Select **Edit** → **Paste Special** → **Paste Picture** means select **Edit** menu, then **Paste Special** from the edit menu, then **Paste Picture** from the Paste Special options.

Contents

Project Background	5
Logging in to e5 WUI.....	6
Usernames and passwords.....	6
Menus and navigation.....	8
Screen layout	8
Finding/inputting data in e5	11
Prompt	11
Command Line	13
Command Column	13
Calendar and Calculator.....	14
Session management and windows.....	15
Chart of Accounts.....	16
Account Key.....	16
Analysis Key.....	17
Intra Company	17
Journal Batch Types.....	17
Invoice process	18
Overview – PO Invoice	18
Overview – No Purchase Order Invoice.....	19
Overview – No Purchase Order Invoice/No Contact details.....	20
No Purchase Order Invoice but either Prior Approval or Pre-Authorised	21
Supplier Maintenance	23
How to Create a Supplier	24
How to find new supplier from old Integra code and old from new	31
Data Entry	34
Non-order related invoice logging	38
Detailed Entry	41
Non-Order Related Invoice Data Entry.....	43
Order-related invoice entry	44
PA Authorised Invoices	48
Pre-Authorised Invoices.....	50
Entering multiple orders against a single invoice.....	53
Transaction Maintenance	Error! Bookmark not defined.
Invoice Price Clearance.....	Error! Bookmark not defined.
Invoice Quantity Clearance	Error! Bookmark not defined.
Amendment	Error! Bookmark not defined.
Cancel Transactions	Error! Bookmark not defined.
Suspend or Release a Transaction	Error! Bookmark not defined.
To Hold Payment From A Supplier	Error! Bookmark not defined.
Mismatches.....	Error! Bookmark not defined.
Mismatching: Quantity 1	Error! Bookmark not defined.
Mismatching Value - 2	Error! Bookmark not defined.
Mismatching Price - 3	Error! Bookmark not defined.
Mismatching Miscellaneous - 4	Error! Bookmark not defined.

Opening up lines – Alternative views	Error! Bookmark not defined.
Credit Note	Error! Bookmark not defined.
Non Order related credit note.....	Error! Bookmark not defined.
Staff Expenses	Error! Bookmark not defined.
Journal Entry	Error! Bookmark not defined.
Standard Journal entry	Error! Bookmark not defined.
Journal Upload	Error! Bookmark not defined.
Paperclip Function.....	Error! Bookmark not defined.
Copy a journal.....	Error! Bookmark not defined.
Copy a Transaction Line	Error! Bookmark not defined.
Accounts Payable Enquiries	Error! Bookmark not defined.
Enquiries overview	Error! Bookmark not defined.
Enquiry tips.....	Error! Bookmark not defined.
Searching.....	Error! Bookmark not defined.
Exporting Data to Excel	Error! Bookmark not defined.
1 Supplier Transactions enquiry.....	Error! Bookmark not defined.
2 Transactions by Supplier	Error! Bookmark not defined.
3 Transactions by order	Error! Bookmark not defined.
4 Transactions by Reference	Error! Bookmark not defined.
5 Transactions by GRN	Error! Bookmark not defined.
6 Transactions by Systems ref Number.....	Error! Bookmark not defined.
7 Transactions by GL Account	Error! Bookmark not defined.
8 Logged Transaction Enquiries.....	Error! Bookmark not defined.
Who raised the order?.....	Error! Bookmark not defined.
Payment Processing.....	Error! Bookmark not defined.
Handwritten Cheque Allocation.....	Error! Bookmark not defined.
Cancel a Payment	Error! Bookmark not defined.
Appendix	Error! Bookmark not defined.
Payment Codes.....	Error! Bookmark not defined.
Payment Methods	Error! Bookmark not defined.
Action buttons and function keys.....	Error! Bookmark not defined.
Journal Batch Types.....	Error! Bookmark not defined.

Project Background

e5 - The University's new Financial Information System

Change is on its way.

To ensure the effective and efficient provision of strategic financial information, accurate recording of income and payment of all suppliers, the Finance and Planning Information Directorate is re-organising our financial operations, re-engineering business processes and investing in new technology.

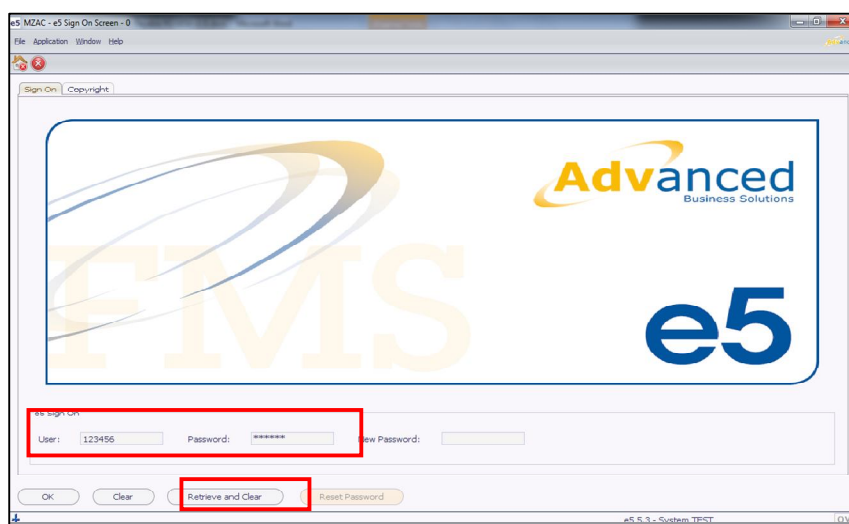
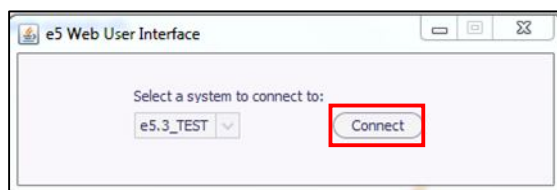
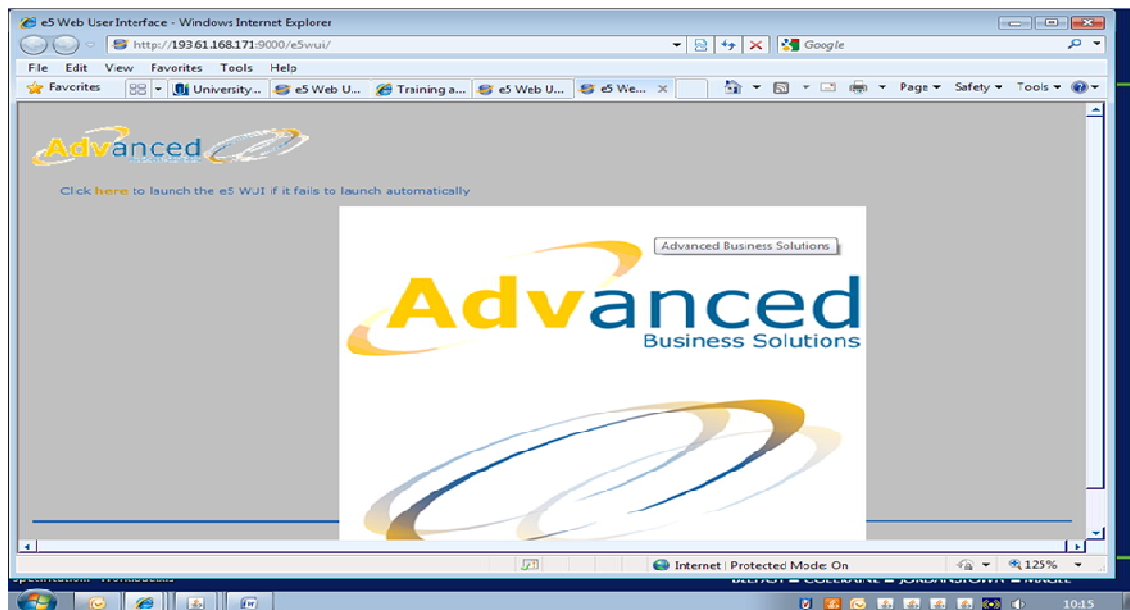
The new technology will empower users, provide drill-down from the desktop and lead to enhanced business and dashboard reporting – enabling performance against Key Performance Indicators (KPIs) to be monitored via personalised portal pages.

The current *Integra* system was implemented in 1999 and, whilst this system has performed successfully, changes in regulations and increased user requirements deemed a replacement system necessary, with capability of interfacing with research, TRAC, purchasing card, e-procurement, University trading areas, student records system and payroll. This also presented an opportunity to move from a Windows-based system to one which is fully web-enabled, with e-commerce functionality in the procurement ledger and links to peripheral systems.

Alison Rankin - Finance and Planning Information Controller

Logging in to e5 WUI

Username and passwords



1. Users should open up their preferred browser (usually Internet Explorer) and from the "File" and "Open" menu enter the e5 URL. (to be provided at GO LIVE) If you have a shortcut on your desktop, simply double click on this. This will bring you into the screen above and after a short wait, will bring up a connect box in the upper left hand corner. Select **Connect**. The e5 Sign On screen will display.



Tip: If you want to create a shortcut from your desktop, type in the URL and simply right click on this page and in the drop down menu click on Create Shortcut. When the small box pops up asking if you want to create on the desktop, click yes.

2. **User:** enter your user name – this is your staff number (no " e" prefix required).
3. **Password:** enter your password. This will be the same as your staff number initially but should be changed on initial logon.
4. Select [**Retrieve and Clear**].

Passwords

- Alpha-numeric – combination of numbers and letters.
- Maximum 8 characters.
- If your password/ID is entered incorrectly, on the third attempt, your account will lock and you will be required to answer a security question to reset.

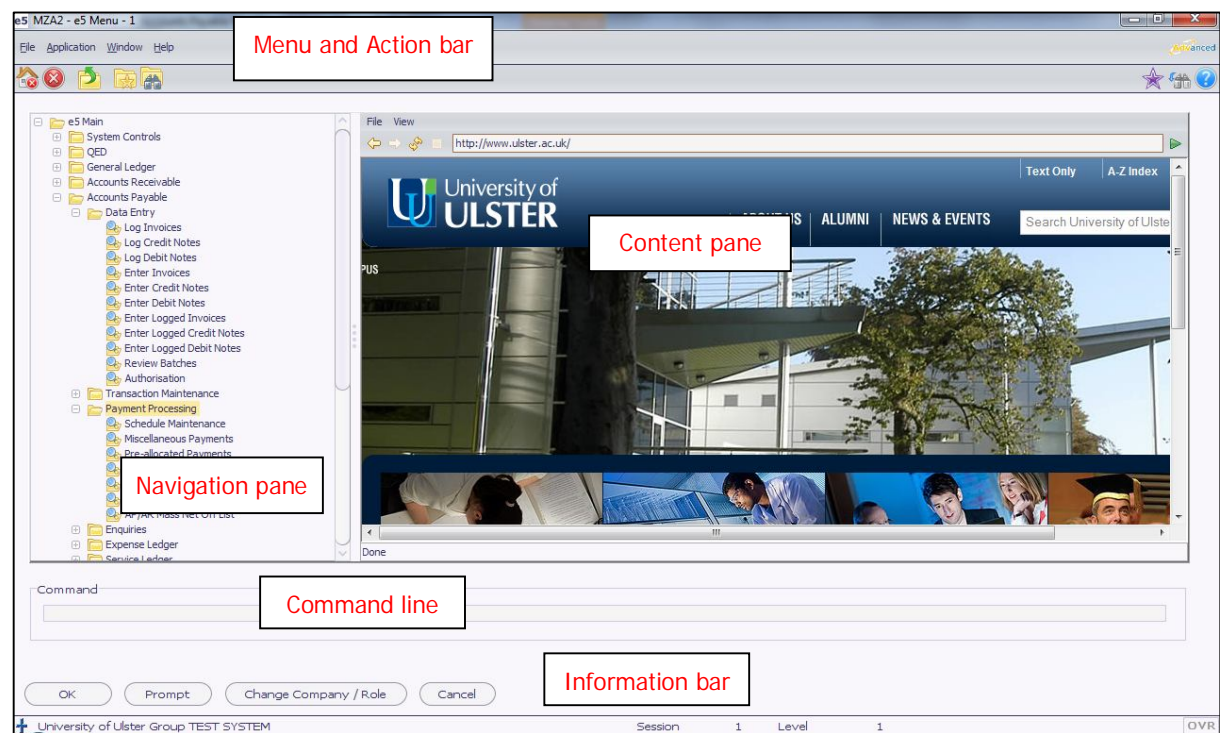
Screen lock

Exit from e5 if you are away from your desk, or lock your screen using this procedure:

1. Press [**Ctrl**] + [**Alt**] + [**Del**].
2. Select **Lock Computer**.
3. Enter your password (the password used to logon to the computer) again to access the computer.

Menus and navigation

Screen layout



General

e5 has a **Title bar** at the top of the screen to identify the part of e5 currently displayed. This shows the screen code and name followed by the session number. In the above example; MZA2 e5 Hierarchical Menu – 1 is the screen and its description in session one.

e5 has a **Menu bar** to access commands, and two **Toolbars**, providing shortcuts and actions to use in various parts of the system. The toolbar under the menus is called the Action bar. The second toolbar is at the bottom of the screen. The centre of the screen is divided into two panes:

- **Navigation pane:** shows the menu folder and screen structure which may be accessed.
- **Content pane:** shows the screens which has been opened from the Navigation pane. This will open a full size working window.

Information bar

Displays information, warning and error messages, the name of the company logged into, and the session number in use. Observation of information line at bottom of screen to indicate errors, warnings, and other information regarding actions performed or data entry. **It is important to observe that one line for each error will be displayed and when a line has been viewed and closed, all error messages will be closed. You should check all fields which are in green before accepting any warnings.**

Select the drop down arrow to view all the messages in the warning area. For Ulster the company name is UG for Ulster group accounts. The sub companies, e.g. UEP, will be accessible via the Element codes.

The screenshot shows the 'MGBC - Transaction Header - 2' window. It contains fields for Transaction Details (Date Received: 29 Jul 2011), System Ref, Tran type (1), Invoice, Entry Date, Payment Address No (0), Payment Payee (TRANSLINK), Payment Address 1 (ULSTERBUS LIMITE), Payment Address 2 (FOYLE STREET), Period/Year (8 / 2011), Doc Date (01 Aug 2011), Due Date (01 Aug 2011), Gross Amount (100.00), Tax Amount (20.00), Currency Details (GBP), and Exchange Rate. A warning message is displayed at the bottom: 'Session 2 - Warning: GBV09: Received Date is less than Transaction Date'. A red arrow points to the warning message, and a green arrow points to the 'New Tran' button.

When you accept warnings it will accept all warnings. Be sure to check message box below

One message will appear for each warning. You should click on the arrow at the right.

Field warning and errors

Warning

The screenshot shows a warning bar with the text 'Session 1 Warning GBVA6: Due Date does not match System Calculated Due Date'. The 'Warning' text is highlighted with a red box. Above the bar are icons for a warning (triangle with exclamation mark) and a green checkmark, and an 'Update' button.

A **GREEN** field represents a warning which means there could be something wrong with the content. The information bar will give a brief description of the warning message indicating what is wrong. As is it only a warning, the screen can be updated (saved) without changing the field or value. Before the screen can be updated the warning must be checked and accepted or corrected. To do this:

- Select **Accept Warnings** (triangle and exclamation mark) then select **Update** to save the changes.



OR

- Select **Update and Accept Warnings** (triangle and tick) to accept the warning



and update the screen. **Do not use this option as it will accept all warnings which you may not have checked or investigated.**

Error



The screenshot shows a software interface with a label 'Journal Type:' followed by a red rectangular field. Below this, a message bar displays 'Session 2 - Error: AK07: The specified Batch Type does not exist'. The text 'Error:' in the message bar is highlighted with a red rectangular box.

A **RED** field represents an error which cannot be accepted or ignored. It must be resolved. An error often occurs when mandatory information has not been entered. The information bar displays the error message explaining what is wrong. A screen will not update until all the errors have been resolved.

Format Error



The screenshot shows a software interface with a label 'Transaction Date:' followed by a blue rectangular field containing the text '1111111'. Below this, a message bar displays 'Session 2 - Format Error: Invalid date format'. The text 'Format Error:' in the message bar is highlighted with a red rectangular box.

A **BLUE** field represents a formatting error. The message bar displays the error message explaining what is wrong. You will not be able to continue until this has been resolved.

[Enter]

The **[Enter]** key on your keyboard is used to **validate** information entered into a field, for example, pressing **[Enter]** after inputting a supplier account number will validate the number. If the number exists, e5 will retrieve the supplier name to confirm the correct number has been input. Validation will highlight any mandatory fields in red.

Return is visible from some screens and is used to select the highlighted value and return you to the previous screen.

Select the  icon to return to the previous screen.

Finding/inputting data in e5

Double clicks in screens can have a specific function. Single clicks should be used for entering information.

Right clicking on an entry will produce a drop down list of menus.

Right clicking on a transaction, and click Form will allow transactions to be viewed in a form format rather than columns.

Prompt

Supplier

MPBA - Supplier List - 2

Selection

Primary

Company: UGL

Enter one of . . .

Supplier:

Short Name:

Name: cole%

and/or Postcode:

or VAT Reg No:

Additional

Approved: All

Supplier Type

☐ Any ☒ Supplier ☐ Employee ☐ Sundry ☐ Factor ☐ Internal

OK

Supplier List

Supplier	Short Name	Name	Account Type
0000000035	COLERAINEBOR.OUG	COLERAINE BOROUGH COUNCIL	Supplier
0000000077	COLERAINECHRONI	COLERAINE CHRONICLE CO LTD	Supplier
0000000581	COLERAINEHISTOR	COLERAINE HISTORICAL SOCIETY	Supplier
0000000036	COLERAINEOFFICE	COLERAINE OFFICE EQUIPMENT CO	Supplier
0000000038	COLERAINEPRINTI	COLERAINE PRINTING COMPANY LTD	Supplier

Much of the data that is input into e5 is in the form of codes to ensure that the data entered is correct and of good quality and can be used to run meaningful enquiries. This means that when you want to add information or run enquiries, you need to enter codes.

The **Prompt** function enables you to look up a code (number or reference or other relevant information) when you do not know it, for example, you might know the supplier's name but do not know their account number. Whenever you hover over a field which allows you to lookup a number (code), your mouse icon will change shape (as shown in the illustration above).

To use the Prompt function:

1. With the prompt cursor displayed, double-click the field.
2. The next prompt screen displayed is determined by the field you prompted on. In the above illustration, the **Supplier** field was prompted and so the prompt screen enables you to input details that you know about the supplier such as their code, short name or name.



Note: you cannot prompt for the code on certain fields. These will not display the prompt icon.

3. Select **OK** to view all values. In some Selection screens you must enter selection criteria before you can select **OK**.

- Alternatively, you can enter some data to refine your lookup. For example, if you know part or all of the supplier's name, you can enter this. Wildcards can be used to negate entering the entire description. The Wildcard (%) enables you to enter part of a word/phrase rather than the whole thing, which gives you a better chance of finding a matching description on the system. In the above example **COLER%** has been entered for the Short Name. e5 will find all suppliers where the first four letters in their name is COLER.

It is good practice to enter key words and to use the wildcard (%). Some examples of wildcards:

- Coler%: Will look for all entries **starting Coler**; such as **Coleraine Printing, Coleraine Borough Council etc.**
- %Services: Will look for all entries **ending in Services**; such as Automobile Association Business **Services** and Action on Hearing Loss **Services**.
- %smith%: Will look for all entries **containing smith** anywhere in the description; it will find **Smithers Rapra Technology Ltd** and **Thomas the Goldsmith Derry Ltd**.

- Once the correct item has been found, select it and select **Return**.

Viewing search results

The screenshot shows the 'e5 MPBA - Supplier List - 2' application window. The window has a menu bar (File, Application, Window, Help) and a toolbar with various icons. The main area displays a 'Supplier List' table with the following columns: Supplier, Short Name, Name, Account Type, Diary, and XUID. The table contains 20 rows of data. A red box highlights the 'Return' button at the bottom of the window. Another red box highlights the '138 / 500' indicator on the right side of the table, indicating the number of items retrieved and the total number of items available.

Sometimes when you display your results, e5 will not show all items. This is indicated by the Purple CROSS on the tool bar and the message at the bottom. The number of items retrieved on a search is limited to increase the speed of retrieval. Clicking the purple cross (**More** button) until it goes grey means all items are available from the results table.



Hover your mouse on the vertical scroll bar to discover how many items are currently displayed.

Command Line

This can be used to shortcut the menu if you know the specific commands.

- ARA takes you to the SPOOL where the reports are.
- AFC onto the command line will bring up a list of e codes onto the screen. This is useful for example in Diary events – put e code with message to identify source.

Command Column

Journal Lines							
Cmd	MCA Code	Cost Centre	Funding	Nominal	Analysis	Description	Amount
		30027	S	20100			100.00
		30027	S	20100			100.00

The command column is at the side of journal lines and for example the list of nominals that are linked to a cost centre. It can be used for a number of different commands

Copy

1. In **Cmd** (command) column for the line you want to copy type **C** and then press **[Enter]**. The transaction information will be copied to the line below.

Delete

1. In **Cmd** (command) column for the line you want to delete type **D** and then press **[Enter]**. The transaction information will be deleted.
2. If you want to delete a number of lines, type DD at the first line that you want to delete and the last line you want deleted and then press **[Enter]**. It will delete those lines and all those in between.

Insert

3. In **Cmd** (command) column where you want a line inserted type **I** and then press **[Enter]**. The line will be inserted below this line.
4. If you want the line to be inserted above the line that you are at, type IP and then press **[Enter]**. It will insert a line above where you are at.



Tip: With all these commands if you add a number after the command it will do the command twice e.g. so if you want to copy a line twice type "C2 and so on

Calendar and Calculator

Date: 



The E5 Calendar dialog box shows a calendar for November 2011. The days of the week are listed at the top: Sun, Mon, Tue, Wed, Thu, Fri, Sat. The dates are arranged in a grid. The date 8 is highlighted in blue. An OK button is at the bottom.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Number of Transactions: 



The E5 Calculator dialog box has a Display field showing 0. Below it is a grid of calculator buttons. At the bottom are Update and Cancel buttons.

C/CE AC			
MC	x ²	sqrt	%
MR	7	8	9
M+	4	5	6
M-	1	2	3
+/-	.	0	=

Calendar

Whenever your mouse hovers over a date field, e5 will let you use the online Calendar to input a date.

To use the Calendar function:

1. With the date cursor displayed, double-click the field.
2. You will be presented with a calendar. Use the Month and Year drop-down lists to select a month/year of your choice.
3. Once the required date is displayed, select it and select **OK**. The date will be inserted into the original field.

You can, alternatively, enter the date in manually – entering 071111 for example will suffice as it will reformat the date as 07/11/2011

Calculator

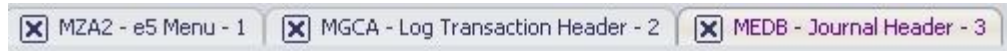
The calculator is available whenever your mouse hovers over a numeric field. e5 will let you use the online calculator and to insert the result if required.

To use the Calculator function:

1. With the calculator cursor displayed, double-click the field.
2. You will be presented with a calculator. Use the online keys to enter your calculation.
3. Select **Update** to insert the total into the original field or **Cancel** to remove the calculator from the screen.

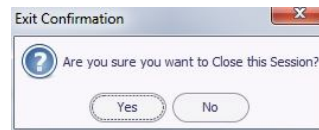
Session management and windows

You can start up multiple sessions (up to 5 maximum) in e5 allowing you to move easily from one screen to another. Please be advised that if you open more than 5 sessions, you risk freezing your screen and may have to restart your system. You start a new session by selecting the e5 Menu tab and start a new menu item. You can reference and/or copy and paste information from one screen to another. Each active session will display as a tab at the top of the screen:



To go to another session, simply select on the session you want to go to.

- **Close:** close the current window/session you are working in by selecting on the X to the left of the session title. You will get the following warning:
- You can also use the **Windows** menu:
- **Next:** navigate to the other using this option.
- **Previous:** see **Next**.
- **Preferences** – Autofit.



Tip: You can maximise, minimise or restore to original size. When a window isn't maximised, you can resize it by dragging on the window edges.

Chart of Accounts

Account Key

In e5, Cost centre, Funding Letter and Nominal make up the Account key. This information must be entered against all transactions. The Account key will be made up as follows:

Cost Centre – 5 digits, Funding Letter – 1 letter, Nominal – 5 digits.

Example: 40100 U 20100

Cost Centre

Cost centre codes comprise five digits. Each subschool will have a range of cost centres assigned to them. If any income or expenditure is generated, it will be posted against their cost centres. For example, the Subschool – Biomedical General has the range of codes 80000 to 81499 assigned to it. So any new cost centre set up will be assigned a cost centre code within this range

Funding Letter

The Funding Letter is now a separate segment of the Account key. This allows the user to identify the Cost Centre type and make it meaningful. Additional letters are being used see complete list below

C	Self Financing - Contract
E	Endowment
F	Faculty Recharges
G	Research Off Own Res Strategy
H	Holding
K	KTP
Q	QR Research Strategy
R	Research
S	Self Financing - Non Contract
T	University Trading
U	University Funded

Funding letters will be unique to Cost Centres.

Nominal code

Nominal codes are a mandatory field comprising five digits. Nominal codes are categorised by code range. Nominals must be either Profit and Loss or Balance Sheets codes. Examples of nominal code ranges are:

Starts with 1 is Income

Starts with 2 is Recurrent Expenditure e.g. 20100 = Expenditure consumables.

Starts with 3 is Payroll Expenditure

Starts with 4-9 Balance sheet

There is a full list of nominals in the appendix

In most modules the Nominal defaults from the Item code.

Analysis Key

This is a new key of up to 11 characters. This information can be made mandatory for specific transactions that require it and is used when a Cost Centre has a number of small projects or streams of income or expenditure without specific budgets that need to be analysed. This can be made mandatory at nominal or cost centre level with the nominal taking precedence in any data entry.

Intra Company

The University Group of companies is set up as one e5 company called UG and use is made of the e5 intra company (ICA) capability. Each Ulster company is set up with a BTZ – balance to zero entity and this allows each company's set of accounts to be kept in balance. This is controlled at cost centre level by the use of ICA structure (see structures below).

- Company 1 is the main account = 101
- Company 3 is UEP = 103

Journal Batch Types

Batch types or journal types (e.g. JV01 in Integra is now GJNL) are used to identify different kinds of transactions posted; and define the details that need to be entered against a transaction. The batch type defines whether the general ledger will be updated immediately with the transaction or if this is delayed until the update process is run. All transactions in e5 e.g. invoices, credits and adjustments belong to a batch type. See appendix for comparison between Integra and e5

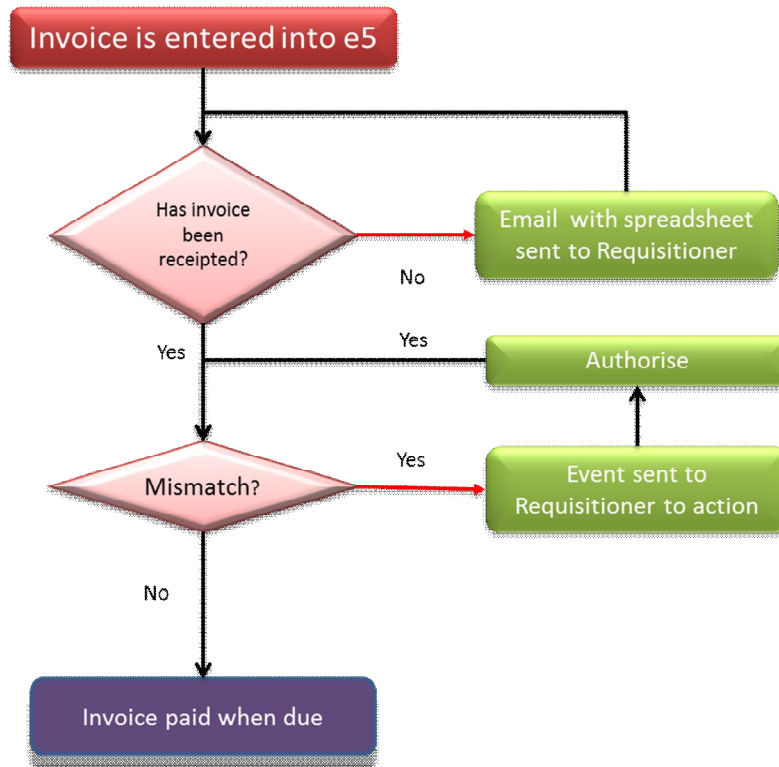
Accounts Payable Batches

- Invoices are updated immediately
- Credit Notes are updated immediately
- Adjustments are updated immediately
- Goods Receipts are updated overnight.

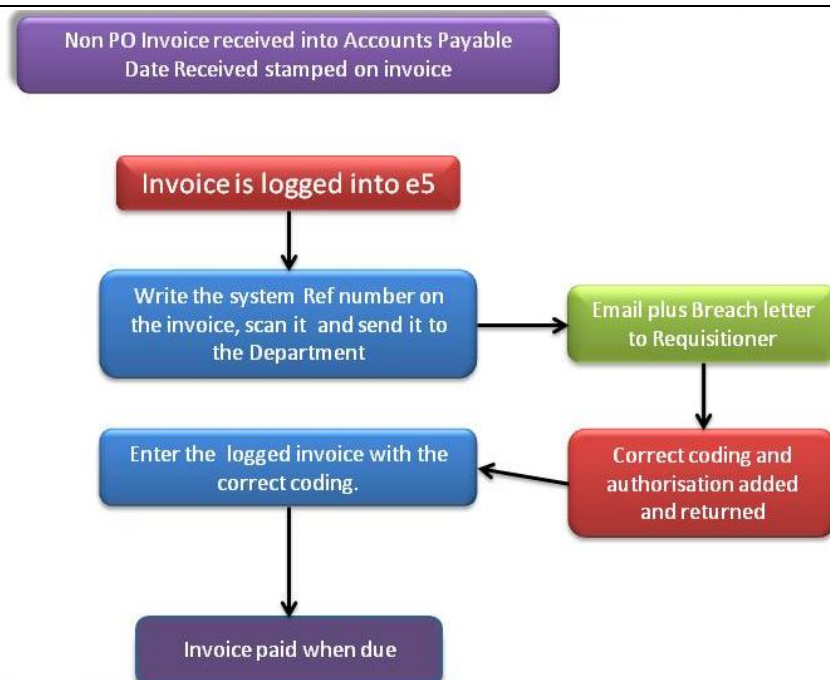
Invoice process

Overview – PO Invoice

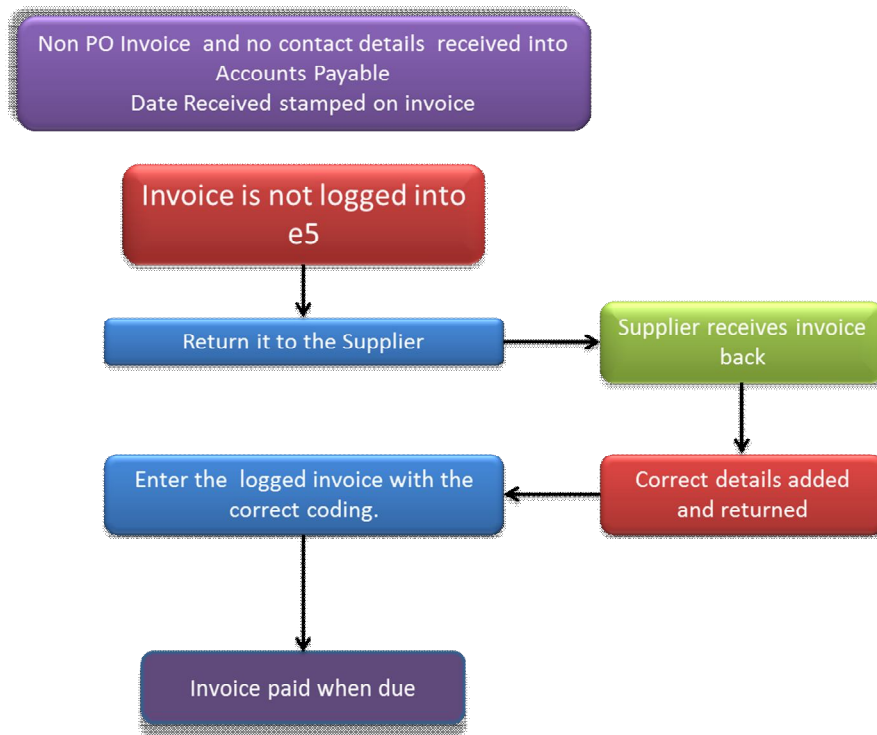
PO Invoice received into Accounts Payable
Date Received stamped on invoice



Overview – No Purchase Order Invoice

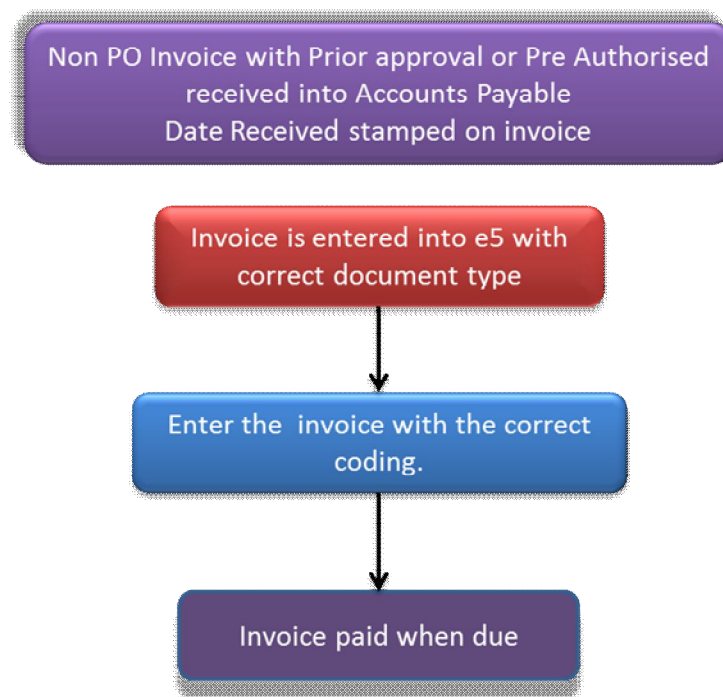


Overview – No Purchase Order Invoice/No Contact details



After the invoice is returned to the supplier, the supplier should provide additional information such as a purchase order or contact name. The invoice is resent to Payments and if possible then the invoice is entered if the PO was provided or logged if a contact name has been provided. If the invoice has been logged then it is added to the spreadsheet to be sent out to the Requisitioner as per the sequence in slide 1.

No Purchase Order Invoice but either Prior Approval or Pre-Authorised



The prior approval number should be entered into the space provided. If the invoice is pre-authorised, the system will ask you to provide the staff number of the person who authorised it. This will be accepted or declined according to the Scheme of delegation.

1. Invoices are date-stamped by the Finance department and then received into Accounts Payable. The invoices are then grouped in to no Purchase Order, pre-Approved and order-related invoices.



Note: Non Purchase Order (NPO) invoices are in breach of University procedures. These will be returned to both supplier and the requester for explanation.

2. Invoices are entered in to e5 or logged if no coding is known or if authorisation is required. An invoice should only be entered as Non Purchase Order when an order should have been set up but was not.
3. In all circumstances where you are unable to identify the coding for a non-order related invoice, you should scan the invoice and then send it out for authorisation/coding.
4. Order-related invoices are entered into e5 and will be matched with the corresponding purchase order. The cost coding (GL coding) is detailed within the purchase order withheld in e5 and the authorised purchase order with the corresponding goods received note acts as authorisation.
5. Once an invoice (non-order or order-related) has been entered in e5, a unique system reference number is assigned to the invoice. The invoice should be stamped and the system ref number handwritten on the invoice.
6. All invoices must be entered in to e5 by the end of the day or by midday the following working day (at the latest) to allocate a system reference for queries.
7. All invoices will be scheduled for payment on the due date calculated by e5 based on the credit terms held for the supplier in e5. This due date may be amended if the supplier needed an urgent payment or a payment on an earlier date than that generated by the system. The Accounts Payable Administrator can amend this on request.
8. The order-related invoice will be scheduled for payment based on its due date providing there is a three-way-match. This means the invoice must match the original order by price/value, quantity and goods receipted against the order. If this is not the case, e5 will generate an event (task) using Business Event Manager which will be sent to the relevant person based on the type of mismatch below
 - Quantity based – Goods Receipting – goes to Requisitioner/GRNr
 - Value based – Goods Receipting for Services - goes to Requisitioner/GRNr
 - Price based – go to Requisitioner for investigation then forwarded to the authorised signatory for approval.
 - Goods/services price
 - Miscellaneous e.g. carriage/postage etc.

Supplier Maintenance

The majority of Suppliers will be created by Procurement with only the bank details input by Payments. This means that users who create Suppliers will not be allowed to input and update invoices for payment. This segregation of duties is required by the Auditors.

In some circumstances, Accounts Payable only suppliers will be created.



Important: **New Process** – Any student receiving a refund, prior approval claim etc. Must have a student number. This student number will be used to pay the student by BACS. The prior approval form will be changed to accommodate the student number, bank details and also the school or faculty where the student studies.

To avoid duplicate Supplier accounts it is vital that you do a thorough search first. It is only when you are totally satisfied that the supplier does not exist should you create a new one. If the postcode has already been entered into e5, the field will display a warning message to inform that this postcode already exists. Check the warning to determine if this is a different supplier or an existing supplier.



Important: **Sundry Suppliers** – If a supplier will be paid more than once, then they should be set up as a standard supplier and given a supplier number.

How to Create a Supplier


The screenshot shows a software window titled "e5 MPB8 - Supplier Name - Edit - 2". The window has a menu bar with "File", "Application", "Window", and "Help". Below the menu bar are several icons. The main area is titled "Supplier Details" and contains the following fields and options:

- Supplier:** A text field with a yellow background.
- Name:** A text field containing "Pattinson Electricians Ltd".
- Short Name:** A text field containing "... PATEL".
- Type:** A group of radio buttons with the following options:
 - ☒ Supplier
 - ☐ Employee
 - ☐ Sundry Supplier
 - ☐ Factor Supplier
 - ☐ Internal
- Currency:** A text field containing "GBP".
- ☐ Multiple Payment Addresses

Below these fields is a box with the following text:

***INSTRUCTIONS - PLEASE NOTE ***
To create a supplier account, simply complete the relevant fields and click on the yellow button

At the bottom of the window is a row of buttons: "Update", "Address", "Pur Cntrl", "AP Cntrl", "PM Cntrl", "Elements" (highlighted in yellow), "Approve", and "Reject". The bottom status bar shows "University of Ulster Group TEST SYSTEM", "Insert", and "OVR".

1. Select **E5 Main→Accounts Payable→Supplier Maintenance**.
2. Double-click **Supplier List**. This will take you to the next screen.
3. Select the **Insert** icon . which will move on to the Create Supplier screen. From here you should follow the yellow buttons at the bottom of each screen.

MPBB - Supplier Name - Edit - 2

File Application Window Help

Supplier Details

Supplier:

Name:

Short Name: ...

Type

☐ Supplier ☐ Employee

☐ Sundry Supplier ☐ Factor Supplier

☐ Internal

Currency:

☐ Multiple Payment Addresses

***INSTRUCTIONS - PLEASE NOTE ***

To create a supplier account, simply complete the relevant fields and click on the yellow button

Update Address Pur Cntrl AP Cntrl PM Cntrl **Elements** Approve Reject

University of Ulster Group UAT Insert OVR

09:37

4. Indicate the type of Supplier you are creating.
5. Leave the supplier field blank.



Important: If you are creating Employee or a Student supplier, make sure **auto-numbering is switched off** and enter the relevant employee number or student number accordingly. **Be sure to switch auto-numbering back on again once complete.**

6. Enter Name and Short Name.
7. Enter Currency.
8. Add the relevant information then click on **[Elements]**.

10. Click on **[Address]** and enter address details.
Address '0' is for Accounts Payable and will be the address where the remittance will be sent along with any other invoice related enquiries.
Address 99 will be the Procurement address and will be the address where any queries regarding purchase orders or deliveries will be corresponded.
11. Enter the Address lines, telephone number and Contact Name.
12. Select the **[Email Address]** Tab. You will need to differentiate between email addresses that are used in orders, to be put against address 99 and email addresses used for Remittances, to be put against address 0.
13. Enter the email address.
14. Select **[Web Address]** Tab.
15. Enter the web address if this has been supplied.
16. Select the **[Contact Email]** Tab.
17. Enter the email address for additional information for the AP contact etc. This is the email address of the person within the Supplier's company, who deals with accounts payable matters.

18. Select **[Purchase Control]**.

Purchase Control

Supplier: Rob Duff

khkj kjhkhkj

Processing Discount Defaults Withholding Controls User Data Payment Analysis ERS Portal Controls

Defaults

Discount Terms 1: 00

2:

3:

Settlement Terms: 00

Order Discount Terms

☒ Supplier Discount ☐ Order Discount

Take Discount

☐ Always Take ☒ With Discount Terms

Tax Details

Code: Handling Code:

Type: Location:

Click the TAX button to enter tax details before you click on the PM CNTRL button

Prompt Update Address Tax AP Cntrl PM Cntrl Cancel

University of Ulster Group UAT Insert OVR

15:02

19. Enter discount terms and settlement terms and then click on **[TAX]** at bottom of screen although this button is not in yellow

es MPBE - Supplier AP Controls Edit - 2

File Application Window Help

Supplier: Gallagher Industries

70 Jane Street Coleraine

Supplier Payment Retention/CR and DR

Payee Name: Gallagher Industries

Payment Details

Method: Code:

☐ Hold Payment Release Date:

☐ Minimum Payment Minimum Pay Value:

Bank Details

Country Code: UK Name:

Sort Code: Account: ☐ Swift Charge

Third Party Acct: IBAN:

Prompt Update Address Pur Cntrl PM Cntrl Factors Cancel

Session 2 - Error: ZSA11: A value must be entered in this field Insert OVR

24. Click on **[AP Cntrl]** and add the required information such as payment method, code, and bank details

25. Enter the supplier's category code,

Supplier Category Codes

Category	Description	Category	Description
BX	Banner BACS	PX	BACS Payments
EU	Euro Payments	RX	Research Office BACS
EX	Employee BACS	SC	Sundry CHEQUES
FP	Foreign Currency Payments	SX	Sundry BACS
HX	Support Providers BACS	UX	UEP BACS
MX	Student Misc Payments	VX	Advances BACS
PC	Company 1 CHEQUES	90	Purchase Card Payment

26. Click **[Update]** to finish and receive the allocated supplier number

Session 2 - Information: PBB24: Supplier 0000001577 has been created

You will now see a supplier number at the bottom of the screen in the Information Bar.



Important: If you are unsure about Payment Method and Code, ask the Payments Supervisor as these entries are used to allocate Supplier transactions to Payment runs.

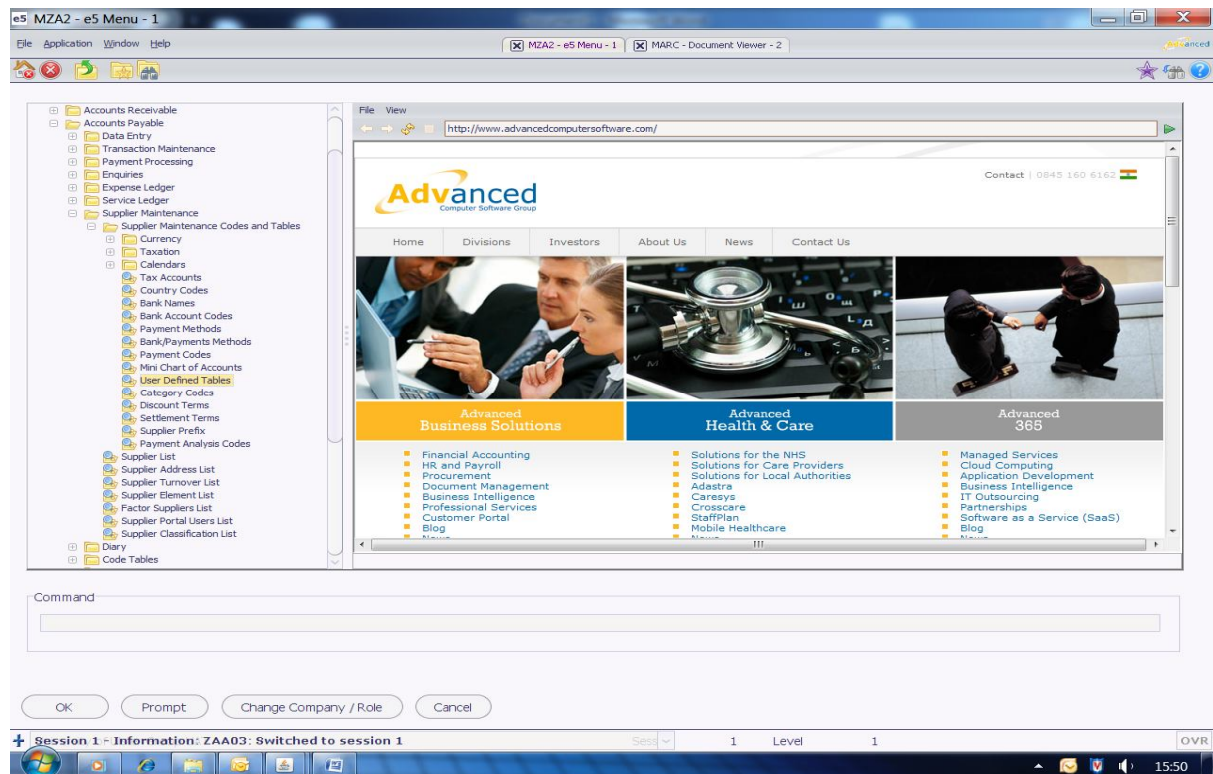
Payment Method	Description	Payment Method	Description
90	Purchasing Card	EU	Euro Payments
BX	BACS Payments	FP	Foreign Payment
CQ	Cheque Payments		



Note: If a Supplier is linked to both Company 1 and UEP the payment method is picked up from the Element during the payment run. If no element is entered it will default to UG (Company 1)

How to find new supplier from old Integra code and old from new

If you know the old Integra supplier number and you would like to find the new e5 supplier number



1. Select **E5 Main**→**Accounts Payable**→**Supplier Maintenance**→**User Defined Tables**.

[illegible]

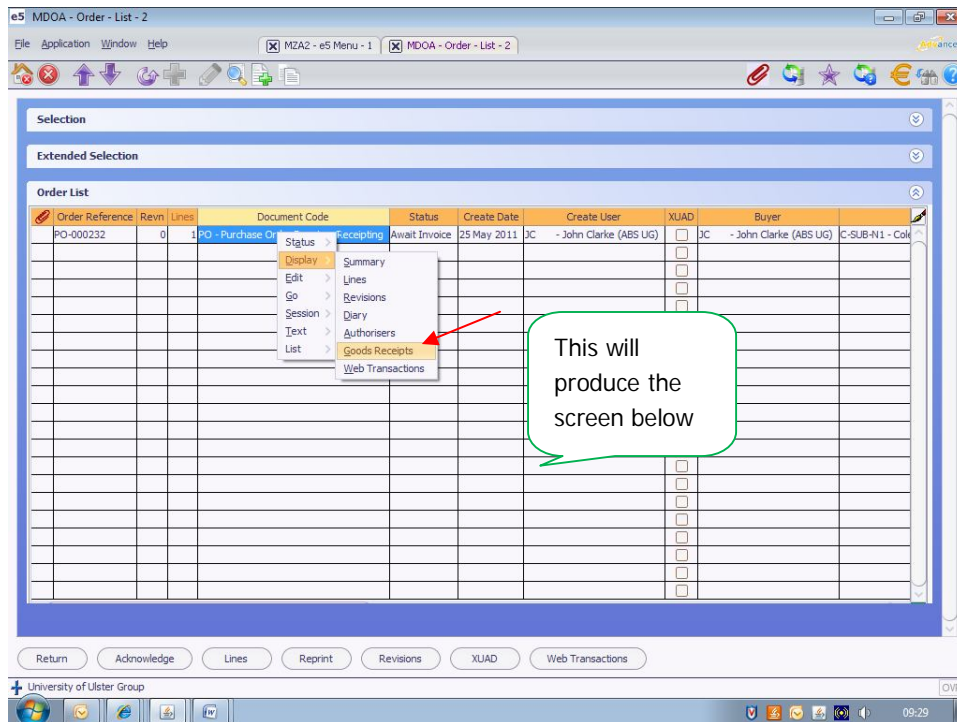
Data Entry

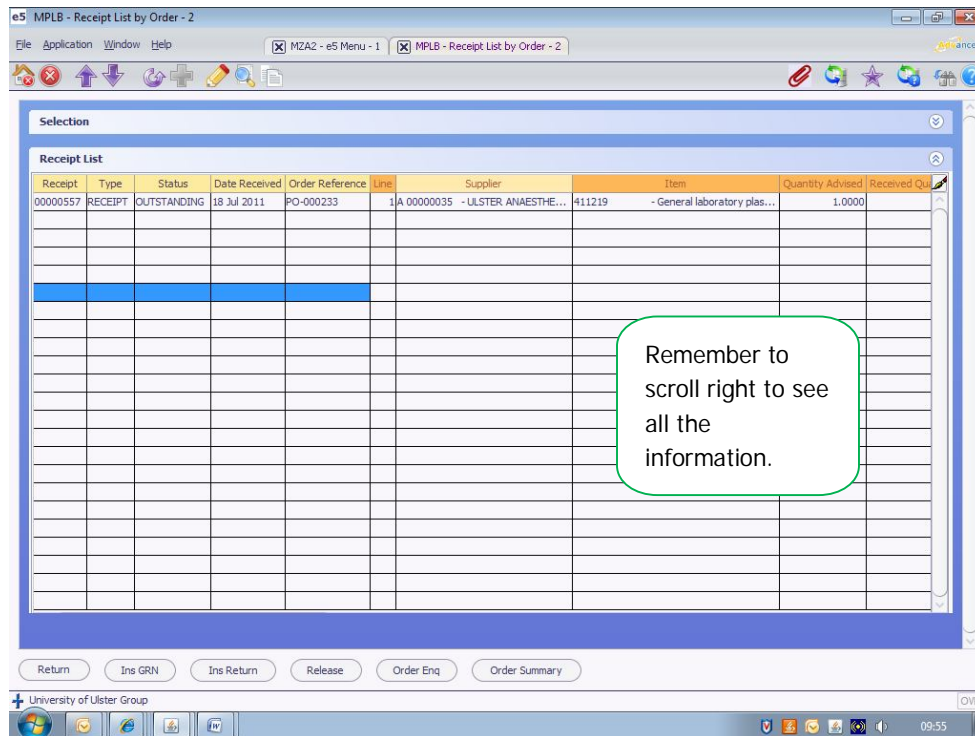
To see what has been received when entering an invoice:

When entering an invoice and you want to see what has been received on each line

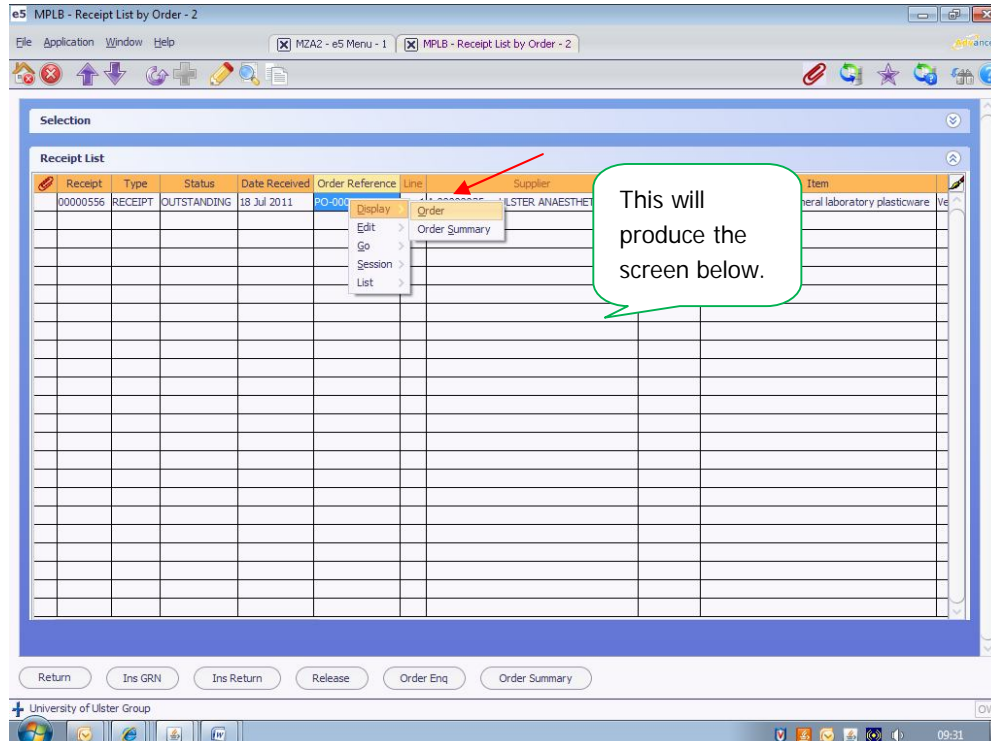
From the Purchase Order Enquiry screen

1. you can double click on your order number,
2. then right click,
3. **[DISPLAY – Goods Receipt]**, this will display the lines and the information about them.






4. If you right click on any line, this will bring up an option of either viewing the line on the order
5. By clicking **[VIEW ORDER]** or if you right click and **[EDIT – VIEW]** this will bring up info on what has been received or is outstanding.



[illegible]

[illegible]

 Do not log anything which has a purchase order. Any invoice with a purchase order or coded with a GL code should only be entered onto the system by data entry/enter invoice


1. Double-click **Log Invoices**.



2. On the **Received** column, double-click to bring up your calendar.

8. **Document Date:** (date of document)
9. The company number will default to **101**, company 1. If entering UEP invoices manually change the company number to **103**.
10. Fill in the tax amount (VAT)
11. The **Postcode** field will be green warning you that you should enter the postcode.
12. To do this double-click on the field (this will show the address(es) for the supplier selected earlier. Select the appropriate address line if there are more than one and select **Return**. This should enter the postcode for you.
13. Select **Update** at the bottom of the screen to generate a system reference number. The system reference number should be written onto the document.
14. After the document has been logged it can then be filed away in numerical order.
15. Scan the invoice and email to the appropriate authorised signatory. Attach a copy of the Breach of Procedures document.
16. When the required information is received back, coded and authorised, the logged invoice is then ready for Detailed Entry.



Tip: To enter the next invoice you click the **Insert** icon . It says "Insert Batch". Or you can also click on the button at the bottom which says insert batch.

Detailed Entry

The screenshot displays the 'e5 MGBC - Transaction Header - 2' window. The 'Main' tab is active, showing various fields for transaction details. A red box highlights the 'System Ref:' field with the value '320'. A green callout bubble points to the 'Invoice' label and the 'Tran type: 1' field, stating 'Invoice & Credit notes look the same apart from trans type'. The 'Date Received:' is '09 Nov 2011', 'Entry Date:' is '09 Nov 2011', and 'Doc Date:' is '09 Nov 2011'. The 'Gross Amount:' is '240.00' and 'Tax Amount:' is '40.00'. The 'Currency:' is 'GBP' and 'Exchange Rate:' is '1.000000000'. The 'Enter Lines' button at the bottom left is highlighted with a red box.

Transaction Details	
Date Received:	09 Nov 2011
System Ref:	320
Tran type:	1
Document Type:	PO Related Invoice
Entry Date:	09 Nov 2011
Order:	
Supplier No:	0000000001
Payment Address No:	0 Press F4 to search for Bank Details
Postcode:	BT55 7LG
Office Equipment Repairs and Sales:	
Company:	103
19 Nursery Avenue	
Portlewart:	
Doc Ref:	PO0900
Period/Year:	12 / 2011
Due Date:	09 Nov 2011
Gross Amount:	240.00
Tax Amount:	40.00
Currency:	GBP
Effective Date:	
Rate Type:	
Exchange Rate:	1.000000000

PA Number if applicable:

Additional Information if Required:

Enter Lines | Authorisation | Update | Prompt | Match to Multiple Orders | New Tran | Cancel | Next | Previous

1. Select **E5 Main→Accounts Payable→Data entry**.
2. Double-click **Enter Logged Invoices**.
3. Enter your system reference number and press **[Return]**.
4. All the details entered in the Logging screen will be displayed.
5. Select **Enter Lines** at the bottom of the screen. This will let you to enter the invoice details.



Important: Note the invoice value is NET.

Non-Order Related Invoice Data Entry

You may also enter a Non-Order related invoice from the pull down box on the Data Entry Screen.

Data Entry Non-Purchase Order Invoice

The screenshot displays the 'e5 MGBIC - Transaction Header - 2' window. The 'Main' tab is active, showing various fields for transaction details. The 'Tran type' is set to 'Invoice'. The 'Document Type' is 'Non PO Invoice', and the 'Order' is also 'Non PO Invoice'. The 'Supplier No.' is '101'. The 'Date Received' is '01 Mar 2012'. The 'Entry Date' is blank. The 'Payment Address No.' is '0'. The 'Gross Amount' and 'Tax Amount' are both '0.00'. The 'Currency' is 'USD'. The 'Effective Date' is blank. The 'Rate Type' is blank. The 'Exchange Rate' is blank. The 'Period/Year' is blank. The 'Due Date' is blank. The 'PA Number if applicable' is blank. The 'Additional Information if Required' is blank. The 'Multiple Addresses' checkbox is unchecked. The 'Payment Payee' is blank. The 'Payment Address 1' and 'Payment Address 2' are blank. The 'Currency Details' section is at the bottom. The 'Enter Lines' button is highlighted. The 'Authorisation' button is also visible. The 'Update' button is visible. The 'Prompt' button is visible. The 'Match to Multiple Orders' button is visible. The 'New Tran' button is visible. The 'Cancel' button is visible. The 'Next' button is visible. The 'Previous' button is visible. The 'e5 MGBIC - Transaction Header - 2' window is titled 'e5 MGBIC - Transaction Header - 2'. The 'Main' tab is selected. The 'Sundry Details' tab is also visible. The 'Miscellaneous' tab is also visible. The 'Tax / Discount / Factor' tab is also visible. The 'Transaction Details' section is at the top. The 'Date Received' field is '01 Mar 2012'. The 'System Ref' field is blank. The 'Tran type' field is 'Invoice'. The 'Document Type' field is 'Non PO Invoice'. The 'Order' field is 'Non PO Invoice'. The 'Supplier No.' field is '101'. The 'Postcode' field is blank. The 'Company' field is '101'. The 'Doc Ref' field is blank. The 'Period/Year' field is blank. The 'Doc Date' field is blank. The 'Due Date' field is blank. The 'Gross Amount' field is '0.00'. The 'Tax Amount' field is '0.00'. The 'PA Number if applicable' field is blank. The 'Additional Information if Required' field is blank. The 'Multiple Addresses' checkbox is unchecked. The 'Payment Payee' field is blank. The 'Payment Address 1' field is blank. The 'Payment Address 2' field is blank. The 'Currency' field is 'USD'. The 'Effective Date' field is blank. The 'Rate Type' field is blank. The 'Exchange Rate' field is blank. The 'Currency Details' section is at the bottom. The 'Enter Lines' button is highlighted. The 'Authorisation' button is also visible. The 'Update' button is visible. The 'Prompt' button is visible. The 'Match to Multiple Orders' button is visible. The 'New Tran' button is visible. The 'Cancel' button is visible. The 'Next' button is visible. The 'Previous' button is visible. The 'e5 MGBIC - Transaction Header - 2' window is titled 'e5 MGBIC - Transaction Header - 2'. The 'Main' tab is selected. The 'Sundry Details' tab is also visible. The 'Miscellaneous' tab is also visible. The 'Tax / Discount / Factor' tab is also visible. The 'Transaction Details' section is at the top. The 'Date Received' field is '01 Mar 2012'. The 'System Ref' field is blank. The 'Tran type' field is 'Invoice'. The 'Document Type' field is 'Non PO Invoice'. The 'Order' field is 'Non PO Invoice'. The 'Supplier No.' field is '101'. The 'Postcode' field is blank. The 'Company' field is '101'. The 'Doc Ref' field is blank. The 'Period/Year' field is blank. The 'Doc Date' field is blank. The 'Due Date' field is blank. The 'Gross Amount' field is '0.00'. The 'Tax Amount' field is '0.00'. The 'PA Number if applicable' field is blank. The 'Additional Information if Required' field is blank. The 'Multiple Addresses' checkbox is unchecked. The 'Payment Payee' field is blank. The 'Payment Address 1' field is blank. The 'Payment Address 2' field is blank. The 'Currency' field is 'USD'. The 'Effective Date' field is blank. The 'Rate Type' field is blank. The 'Exchange Rate' field is blank. The 'Currency Details' section is at the bottom. The 'Enter Lines' button is highlighted. The 'Authorisation' button is also visible. The 'Update' button is visible. The 'Prompt' button is visible. The 'Match to Multiple Orders' button is visible. The 'New Tran' button is visible. The 'Cancel' button is visible. The 'Next' button is visible. The 'Previous' button is visible.

This will be used for an invoice which should have had a purchase order but did not go through the correct procedure of setting one up according with the Finance procedures. By entering these in this category it distinguishes them from the Logged invoices which have no purchase order but procedures have not been broken because there was never going to be a purchase order drawn up for them. This also allows for identification of people who persistently purchase goods or services without going through the proper procedures.

Order-related invoice entry

Perfect Match - Header and Order Lines

The screenshot shows the 'e5 MGBIC - Transaction Header - 2' window. The 'Main' tab is active, displaying various fields for invoice entry. The 'Transaction Details' section includes 'Date Received' (11 Nov 2011), 'System Ref', 'Tran type' (1), and a red 'Invoice' label. The 'Document Type' is 'PO Related Invoice'. The 'Order' field is 'PO-000017'. The 'Supplier No' is '0000000001'. The 'Postcode' is 'BT55 7LG'. The 'Company' is '101'. The 'Doc Ref' is '2'. The 'Doc Date' is '11 Nov 2011'. The 'Due Date' is '11 Nov 2011'. The 'Gross Amount' is '480.00' and the 'Tax Amount' is '80.00'. The 'Currency' is 'GBP'. The 'Effective Date' is empty. The 'Rate Type' is empty. The 'Exchange Rate' is empty. The 'Payment Address No' is '0'. The 'Payment Address 1' is '19 Nursery Avenue'. The 'Payment Address 2' is empty. The 'Payment Payee' is empty. The 'PA Number if applicable' is empty. The 'Additional Information if Required' is empty. The 'Enter Lines' button is highlighted.

A supplier will send in an order-related invoice for payment once they have fulfilled part or all of an order. The order is generated by the system from a Requisition which details the goods/services they wish to buy and the cost coding associated with the purchase.

Once the goods/services have been provided, the supplier will send in the order-related invoice for payment.

An order-related invoice must quote the original purchase order number as this is used when entering the invoice. Inputting an order-related invoice is very similar to a non-order related invoice, there are two main parts: the header and the lines. The header contains the order number, supplier detail and information from the invoice itself such as the date and amounts.

To input the header detail:

1. Select **E5 Main→Accounts Payable→Data entry**.
2. Double-click **Enter Invoices**.



Tip: press **[Enter]** once you have entered information into a field (red fields are mandatory fields). e5 will validate your entry and move your cursor to the next mandatory field. If your entry is invalid, e5 will display a warning/error message in the information line and you will need to resolve the error or accept the warning as appropriate. **Be aware of multiple warning messages in the drop down.**

3. **Order:** enter the purchase order number here (Format **PO-nnnnnnnnn**). Press **[Enter]** and e5 will automatically complete the **Currency** and **Supplier** fields. Check that these match the invoice details.
4. **Doc Ref:** enter the invoice/reference number from the supplier invoice.
5. **Date:** enter the date of the invoice. This is used to calculate the Due Date based on the supplier's credit terms.

6. **Due Date:** automatically populated once the invoice date has been entered. This is based on the Supplier record.
7. **Gross Amount:** enter the GROSS amount from the invoice. If there is VAT on the invoice, the GROSS amount is inclusive of the VAT.
8. **Tax Amount:** enter the tax amount from the invoice if applicable.
9. Select **Enter Lines**. e5 will populate the lines section with the line detail from the order.

Cmd	Select	Description	Invoice Price	Invoice Qty	Line Total Amount	Line Tax Amount	XUAD
	<input checked="" type="checkbox"/>	chairs	100.00000	2.0000	200.00	40.00	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	small chairs	50.00000	2.0000	100.00	20.00	<input type="checkbox"/>
	<input checked="" type="checkbox"/>	lamps	10.00000	10.0000	100.00	20.00	<input type="checkbox"/>
	<input type="checkbox"/>						<input type="checkbox"/>

All lines that match perfectly will have a tick in the select column. . If you want to check the Goods Receipting (GRN), select the **Order Related Details** tab where you can see the GRN Quantity.

GRN Quantity
2.0000
2.0000
10.0000

10. **Invoice price:** the unit amount taken from the order.



If this is different, you MUST enter what is on the supplier invoice.

11. **Line Tax Amount:** entered from the order. This is the code which reflects the VAT. In the above illustration, this is 80.00.

12. **Invoice Qty:** the quantity taken from the purchase order.



If this is different on the invoice, you must enter what is on the invoice.

13. From the **Lines** screen select **Header** to return to the Header screen.
14. Check the Gross amount matches with the original invoice amount and select **Update**. You will be given a System reference number (highlighted below in the blue field). If all details on the invoice agree with the order the Invoice will now be passed for payment in the appropriate pay run.

System Ref.	Supplier	Trans Reference	Trans Date
370	0000000001	1	11 Nov 2011

If an order had been GRN'd more than once and you are entering an invoice which is for less than the GRN amount,

1. You must right click on the invoice line and then **[GO – TRANS GRN]** – to change quantity.
2. You must select the line which you are taking the goods off and
3. **[DESELECT]** the other lines on the order.

No Goods Received Note (GRN)

The screenshot shows the 'e5 MGBIC - Transaction Header - 2' window. The 'Main' tab is selected, showing the 'Transaction Details' section. The 'Date Received' is 11 Nov 2011, 'System Ref' is empty, and 'Tran type' is 1. The 'Document Type' is 'PO Related Invoice'. The 'Order' is 'PO-000016', 'Supplier No' is '000000001', and 'Postcode' is 'BT55 7LG'. The 'Company' is '101'. The 'Doc Ref' is '1', 'Doc Date' is '11 Nov 2011', and 'Due Date' is '11 Nov 2011'. The 'Gross Amount' is '480.00' and 'Tax Amount' is '80.00'. The 'Payment Address No' is '0' with a note 'Press F4 to search for Bank Details'. The 'Multiple Addresses' checkbox is unchecked. The 'Office Equipment Repairs and Sales' section shows '19 Nursery Avenue' and 'Portwstewart'. The 'Payment Payee' and 'Payment Address 1' and 'Payment Address 2' fields are empty. The 'Currency Details' section shows 'Currency' as 'GBP', 'Effective Date' is empty, 'Rate Type' is empty, and 'Exchange Rate' is empty. The 'PA Number if applicable' and 'Additional Information if Required' fields are empty. The bottom of the window has buttons: 'Enter Lines', 'Authorisation', 'Update', 'Prompt', 'Match to Multiple Orders', 'New Tran', 'Cancel', 'Next', and 'Previous'. The status bar at the bottom shows 'University of Ulster Group TEST SYSTEM' and 'Insert'.

If the Invoice has not been goods receipted the following process must be followed:

1. Select **E5 Main**→**Accounts Payable**→**Data entry**.
2. Double-click **Enter Invoices**.
3. **Order**: enter the purchase order number here. Press **[Enter]** and e5 will automatically complete the **Currency** and **Supplier** fields. Check that these details match the Invoice.
4. **Doc Ref**: enter the invoice/reference number from the supplier invoice.
5. **Date**: enter the date of the invoice. This is used to calculate the Due Date based on the supplier's credit terms.
6. **Due Date**: automatically populated once the invoice date has been entered.
7. **Gross Amount**: enter the GROSS amount from the invoice. If there is VAT on the invoice, the GROSS amount is inclusive of the VAT.
8. **Tax Amount**: enter the tax amount from the invoice if applicable.
9. Select **Enter Lines**. e5 will populate the lines section with the line detail from the order.

Order Ref	Line No	GRN Quantity	Order Price	QUOM
PO-000016	1		100.00000	EACH
PO-000016	2		50.00000	EACH
PO-000016	3		10.00000	EACH

Session 2 - Warning: GBX65: Invoice Quantity exceeds GRN Quantity

10. Select the **Order Related Details** Tab to check the GRN.
11. Select the **Main** Tab and update the Invoice Quantity for each line.
This will give you the warnings above.
12. Select the **Accept** warnings icon.
13. Select **Update**

You should now see that you have generated a System Ref number. Write this number on the invoice.

This will trigger an event which will go to the Requisitioner/GRNer asking them to Goods Receipt the remaining amount when it arrives and they are satisfied that payment should be released. The Invoice will be in **Held** status so will not be paid. Once they have receipted the outstanding amounts the invoice will be accepted and entered into the appropriate pay run. If the amount receipted is less than the amount of the order and the Invoice matches the receipted amount the invoice will pass for payment.

The GRN process is a nightly update.

This event is a spreadsheet with details of all outstanding GRNs against that Requisitioner which will be issued nightly. The Requisitioner/GRNer will also have the option of returning the spreadsheet to advise Payments for the reason of non receipt of goods/services in e5. This will assist Payments in dealing with Supplier queries.

PA Authorised Invoices

- These are invoices such as McNeill Menary and Student or Staff conference fees which have a Prior Approval and therefore do not require authorisation. The prior approval serves as authorisation for payment.
- From the Data Entry click Enter Invoice and from the pull down list select **PA Auth Invoice**.
- Enter required information. You can add additional information such as the authoriser of the prior approval in the Additional Information box.

The screenshot displays the 'e5 MGBC - Transaction Header - 2' window. The 'Main' tab is active, showing a form for a 'PA Auth Invoice'. The 'Tran type' is set to '1' and 'Invoice'. The 'Date Received' is '23 Jan 2012'. The 'Document Type' is 'PA Auth Invoice'. The 'Supplier No.' is '0000000904'. The 'Company' is '101'. The 'Doc Ref' is 'PA AUTH INVOICE'. The 'Doc Date' is '23 Jan 2012'. The 'Gross Amount' is '12.00' and the 'Tax Amount' is '2.00'. The 'Period/Year' is '3 / 2012'. The 'Due Date' is '19 Feb 2012'. The 'Payment Payee' is 'MCNEILL BUSINESS TRAVEL'. The 'Payment Address 1' is '421 LISBURN ROAD, BELFAST'. The 'Payment Address 2' is blank. The 'PA Number if applicable' is 'PA12345'. The 'Additional Information if Required' section contains 'Prior approval/Gallagher/' and '23/01/12 Auth: A Stevenson'. The 'Currency Details' section shows 'Currency: GBP', 'Effective Date', 'Rate Type', and 'Exchange Rate'. The bottom of the window has buttons for 'Enter Lines', 'Authorisation', 'Update', 'Prompt', 'Match to Multiple Orders', 'New Tran', 'Cancel', 'Next', and 'Previous'. The status bar at the bottom shows 'University of Ulster Group UAT', 'Insert', and 'OVR'.

- Select Enter Lines
- Enter line description, net price on invoice and the [Return] to take you to the GL code.
- Enter GL code.

- UPDATE
- Transaction will be ACCPT for payment in the next payment run after the invoice is DUE.

- UPDATE
- Transaction will be ACCPT for payment in the next payment run after the invoice is DUE.

Pre-Authorised Invoices

- These are invoices which have been received already authorised and coded and are ready to be put through for payment. For example Library invoices, memos and requests for payment.
- From the Data Entry menu, select Enter Invoice.

e5 MGBC - Transaction Header - 2

File Application Window Help

MZA2 - e5 Menu - 1 MGBC - Transaction Header - 2

Main Sundry Details Miscellaneous Tax / Discount / Factor

Transaction Details

Date Received: 23 Jan 2012 System Ref: Tran type 1 Invoice

Document Type: Pre-Auth Invoice Entry Date:

Order: Payment Address No: 0 Press F4 to search for Bank Details Multiple Addresses: ☐

Supplier No: 0000000346 SWETS INFORMATION SERVICES LTD Payment Payee:

Postcode: OX14 1UQ SWAN HOUSE Payment Address 1:

Company: 101 WYNDYKE FURLONG Payment Address 2:

Doc Ref: PRE AUTH IN Period/Year: 3 / 2012

Doc Date: 23 Jan 2012 Due Date: 19 Feb 2012

Gross Amount: 12.00 0.00

Tax Amount: 2.00 0.00

PA Number if applicable

Additional Information if Required

Currency Details

Currency: EUR Effective Date: 23 Jan 2012 Rate Type: MR Exchange Rate: 1.250000000

Enter Lines Authorisation Update Prompt Match to Multiple Orders New Tran Cancel Next Previous

University of Ulster Group UAT Insert OVR

- Enter required information and select Enter Lines.
- Enter Line description and select GL details or hit [Return]

- **UPDATE.**

+ University of Ulster Group UAT

Entering multiple orders against a single invoice

Completing the Header and Lines

The screenshot shows the 'e5 MGBC - Transaction Header - 2' window. The 'Main' tab is selected. The 'Transaction Details' section includes fields for 'Date Received' (15 Nov 2011), 'System Ref', 'Tran type' (1), 'Document Type' (PO Related Invoice), 'Entry Date', 'Order', 'Payment Address No', 'Supplier No' (0000000001), 'Office Equipment Repairs and Sales', 'Payment Payee', 'Postcode' (BT55 7LG), '19 Nursery Avenue', 'Payment Address 1', 'Company' (101), 'Portlewart', 'Payment Address 2', 'Doc Ref' (78967), 'Period/Year' (12 / 2011), 'Doc Date' (15 Nov 2011), 'Due Date' (15 Nov 2011), 'Gross Amount' (480.00), and 'Tax Amount' (80.00). The 'Currency Details' section includes 'Currency' (GBP), 'Effective Date', 'Rate Type', and 'Exchange Rate'. The 'Match to Multiple Orders' button is highlighted with a red box.

Suppliers will sometimes send a consolidated invoice in to Accounts Payable for payment. This is one invoice asking for payment for more than one order.

To enter a consolidated invoice:

1. Select **E5 Main**→**Accounts Payable**→**Data entry**.
2. Double-click **Enter Invoices**.
3. **Date Received**: Enter today's date.
4. **Document Type**: Select PO Related Invoice from the drop down
5. **Order**: Leave blank as you are matching the invoices to a number of orders not just one.
6. **Supplier No**: Find the Supplier by using the prompt facility.
7. **Post Code**: Double-click in this field and select the appropriate address line if more than one. Select **Return**.
8. **Doc Ref**: enter the invoice/reference number from the supplier invoice.
9. **Doc Date**: enter the date of the invoice. This is used to calculate the Due Date based on the supplier's credit terms.
10. **Due Date**: automatically populated once the invoice date has been entered. This can be changed if required by the Accounts Payable Supervisor.
11. **Gross Amount**: enter the GROSS amount from the invoice. If there is VAT on the invoice, the GROSS amount is inclusive of VAT.
12. **Tax Amount**: enter the tax amount from the invoice if applicable.

13. Select **Match to Multiple Orders**.

14. Enter each order quoted on the invoice into a new row. In the illustration below, there are two orders.

Main Text Discount		
Cmd	Selection	Order Reference
		PO-000019
		PO-000021

15. Select **Select All**.



16. e5 will automatically select the Lines (Y appears in the Selection column).

17. Select **Header** followed by **Enter Lines** to see the lines from each order.

Main Text Discount		
Cmd	Selection	
	Y	PO-000019
	Y	PO-000021

Main GL Details Tax Controls Order Related Details Miscellaneous						
Cmd	Select	Description	Invoice Price	Invoice Qty	Line Total Amount	
	<input checked="" type="checkbox"/>	chairs	100.00000	2.0000	200.00	
	<input checked="" type="checkbox"/>	small chairs	50.00000	2.0000	100.00	
	<input checked="" type="checkbox"/>	lamps	10.00000	10.0000	100.00	
	<input checked="" type="checkbox"/>	chairs	100.00000			
	<input checked="" type="checkbox"/>	small chairs	50.00000			
	<input checked="" type="checkbox"/>	lamps	10.00000			

18. To deselect lines that do not need to be processed, highlight the line then select **Deselect**. Process the order in the normal way.



Ensure the price and quantity matches with what is on the invoice. The order lines must reflect what is on the invoice.



Tip: to see a history of when a purchase order was receipted, select **Order Related Details**

19. From the **Lines** screen select **Header** to return to the Header screen.

20. Check the Gross and Tax (if applicable) amount matches with the original invoice amount and select **Update**. Once the System reference has been generated, write this number on the invoice and file it away.

21. Select **Insert Batch** to add another invoice or **Exit** the window.

